



# WIC POLICY AND PROCEDURE MANUAL

Michigan Department of Community Health

Chapter/Section: Exh. 10.03E

Effective Date: 10/30/02

Issue Date: 10/30/02

## 10. PROGRAM COMPLIANCE

### 10.03 Employee Compliance

FINAL

*(First, use Human Resources protocol. If no protocol is in place then use this sample letter and print on Agency Letterhead)*

### SAMPLE Employee Notice of Complaint

Dear \_\_\_\_\_:

My office has received information charging that you may have violated WIC policy and procedures by:

*{Indicate the complaint}*

#### *{Paragraph #1}*

This **Notification of Complaint** is to remind you that violating the WIC policies and procedures and/or intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in Human Resources disciplinary actions and/or paying the State agency, in cash, the value of the food benefits improperly issued and may subject you to civil or criminal prosecution under State and Federal law.

If you would like to call or discuss this matter you may call \_\_\_\_\_ at \_\_\_\_\_.

OR

#### *{Paragraph #2}*

Our investigation has confirmed this charge and the following sanction will become effective on **{DATE}**:

***{Type Sanction. Follow your agency's Human Resource Policy first. Include any grievance procedures.}***

To discuss this issue you may call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

WIC Coordinator/Investigator

cc: MDCH/WIC

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). "USDA is an equal opportunity provider and employer."